



# RAPID RESPONSE MANAGEMENT TOOL

## Quick Start Guide (Version 1.0) – Access 97

*Please print and read carefully before installing the Tool.*

### 1. Tool Requirements

Version 1.0 of the Rapid Response Management Tool requires that you have installed Windows 95 (or a later version) onto your machine.

The Tool was developed in and works with Access 97, however, if you do not have Access 97 and are installing the Tool from a CD, a run-time version will be automatically installed, enabling you to run the Tool.

### 2. Tool Installation

#### CD Installation

Place the CD in your CD-ROM drive and the installation program will guide you through the process automatically. If installation does not occur automatically, use Windows Explorer or My Computer to locate and select the CD-ROM icon and open it. Locate the icon named Setup.exe and double-click to begin the installation process.

The Tool will be installed onto your machine at the default folder location C:\Program Files\RapidRsp. The Tool will also be available from your Start menu programs under the heading Rapid Response Tool.

*Note: The CD installation setup program will detect whether or not you have Access 97 installed and will load the run-time version or the regular .mde file accordingly.*

#### 3.5" Floppy Disk Installation

Floppy diskettes are for installing the Tool *only* if you have Access 97 installed on your machine.

Using Windows Explorer or My Computer, view the files on your diskette and double-click on the Setup.exe icon to begin the installation process.

The Tool will be installed onto your machine at the default folder location C:\Program Files\RapidRsp. The Tool will also be available from your Start menu programs under the heading Rapid Response Tool.

### 3. Tool Features

#### Navigation

The Tool was designed to be a step-by-step approach to managing your Y2K-related failures; therefore, you should find navigation relatively easy. Upon acceptance of the disclaimer, you are given a brief outline of what you can expect from the Tool, followed by a map that shows the possible courses you can take in remediating the failure.

Move through the process by filling in the information requested in each form. To advance to the next form at any point in the process, select the "Next" button. You may also move backward and review or change information in each form by selecting the "Back" button. Follow each form until you have reached the end where you may print your reports.

#### Adding/Deleting/Saving Records

To keep the flow of your rapid response strategy intact, records may only be added in the first screen of Phase I. The deletion of records can take place in this screen as well. You also have the option of deleting your most-recent entry in the final screen where the report options are located. Saving records and refreshing the screen can be done at any point during the process.

### 4. Printing Reports

On the final screen, you are given several options, among them, the ability to print reports. There are two reports that you can print: Print Results and a Summary Report.

Print Results is a full-length report of each failure that was entered into the Tool, describing in detail each step that is necessary for you to take.

The Summary report is a simple table listing each of the failures that was entered into the Tool and basic information about each one.

Both reports print in order of priority—highest to lowest—according to the information you provided previously. If you failed to provide information necessary to calculate the priority, no priority will be assigned, and those failures will print first.